



**Lapley, Stretton
& Wheaton Aston
Parish Council**

You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 14th July 2022 at 7.00pm at Lapley and Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting

We kindly request that all councillors, employees and members of the public planning on attending the meeting take a lateral flow test at least thirty minutes before entering the meeting place. In the event of a positive result please consider the safety of others

This meeting is subject to change due to the Covid-19 pandemic

Public Forum

- Democratic thirty minute period/public discussion time: From 7.00pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)
No member of the public may speak for more than five minutes (standing order 3g)

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

- | | |
|---|---------------------|
| 30.To consider apologies | -Decision |
| 31.Declaration of Interests | -Information |
| To declare any interests | |
| 32. Approval of minutes | -Decision |
| To approve and sign the minutes of the Annual Meeting of Lapley, Stretton and Wheaton Aston Parish Council on 19 th May 2022 and the minutes of the Extra Ordinary Parish Council meeting held on June 20 th 2022 | |
| 33. To receive a presentation from Officers South Staffordshire Council | -information |
| 34.To receive report from Parish Council Clerk | -Information |
| 35. To receive report from Staffordshire County Council | -information |
| 36.To receive report form South Staffordshire Council | -information |
| 37.Financial matters | -decision |
| To consider financial matters including: | |
| a) To approve the expenditure and income for May and June 2022 | |

- b) To receive the UT reconciliation to 30th June 2022
- c) To note payments/decisions made under delegated powers
- d) To confirm individuals who are to be added to the bank account and their roles
- e) To vire funds as follows:
 - 2021/22 pay increase on salaries: £1600
 - Pay contingency £1500
 - £500 legal advice
 - £1300 well-being session Total £4900
 - £2650 vired to fund the assistant clerk role
 - £1500 for speed reduction at Ivetsey project
 - £750 to 2022/23 pay contingency

38. Planning recommendations

-decision

To consider planning matters including

- a) planning applications received- 22/00062/AGRRES
 planning application 22/00601/FUL
 Planning application 22/00613/FUL
- b) Planning applications received after the agenda papers distributed

39. Code of conduct & Other Policies

-decision

To adopt the new revised code of conduct & review the following

- Asset and disposal policy
- GDPR - Employment records: retention and erasure guidelines
- GDPR - Information security guidelines / procedures & SAR
- GDPR - Personal Data Breach Plan
- GDPR - Privacy (Data Protection) Policy
- GDPR - Privacy Notice for Staff Councillors and role Holders
- GDPR - Response procedure
- Equality and diversity Policy
- Expenses Policy
- Maternity pay and leave policy
- Paternity pay and leave policy
- SID risk Assessment
- Whistle Blowing Policy
- Marking death of senior national figure policy
- Bring your own device policy

40. Working group reports

-decision

Forward Planning and Maintenance working group

To consider the recommendations:

- Zip wire investigation
- Tree removal- consider the removal of a dead tree at Lapley and to replant and install Queens Green canopy
 Plaque
 Quotes: contractor W £1095.00 plus vat
 Contractor A £650 plus vat
- Pothole repair at Marston playing fields:£565 plus vat
- Replacement bins at WA green
- Fence installation for the Oak at primrose £785 plus vat

41. Allotments update

-information/decision

- Top review the plans received
- To appoint a contractor for an ecology report:

Contractor E ecology £475 plus vat
Contractor M ecology £800 plus vat

- To appoint a contractor for a sustainable drainage report:
Contractor E ecology £ 1200 plus vat
Contractor A £1530 plus vat
- To appoint a contractor for an Arboricultural Impact Assessment
Contractor M costs £450 (BS 5837:2012 arboricultural assessment and a report)
Contractor E AIA £350

42. Lapley Green registration

To confirm working with a solicitor to progress

Cost A £200 per hour initially 2-3 hour expected, further costs to be communicated

Cost T:outstanding

43. Traffic speed reduction at Ivetsey Road and Lapley Road

Anticipated cost £5000, suggested contribution from LSWA PC £1500, roads to be reduced to 40mph (to areas of 30mph) are Ivetsey Road, Belhurst Lane and Lapley Road

44. Expense request

To consider the request to reimburse a parishioner for £230 for expenses incurred for facilities for the jubilee event

45. CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest

46. Assistant clerk vacancy

To confirm applicant for the role of Assistant clerk

47. Items for future - Each councillor may use this opportunity to report on matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

48. Date of next meeting: 2nd September 2022 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change due to the ongoing Coronavirus situation

Mrs A Watson Parish Council Clerk
8.7.22

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to the likely effect of the exercise of those functions and to do all that is reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration

Lapley, Stretton and Wheaton Aston Parish Council Clerks Report

Information

- SSC are investigating changing the bins at WA green, these will be blue plastic ones
- Unstable litter bins on Marston Field reported to SSDC- job complete
- Graffiti on the skatepark over the Jubilee weekend
- pensions contact details form returned
- 6.6.22 graffiti at the skate park reported. CCTV footage checked.
- 13.6.22 broken glass at the youth shelter reported

- Request for the yellow lines to be reinstated in WA following the road resurface
- A representative from AFEB has kindly donated their time to repair posts at Lapley Green and install a new notice board at Wheaton Aston free of charge
 - Grant form completed ref 1047-4190-8388

Maintenance

- 19.5.22 Request for the triangular verge near the Bradford Arms to be cut urgently
- 7.6.22 Reported mole activity at Marston Field
- **14.6.22** – Skate park – underneath ramps cleared
- 20.6.22 work on the columns at Chapel bank are being carried out by EON as highlighted in the pole inspections reports issued September 2022
- 27.6 emailed highways officer regarding ref 4286024 as the person reporting the issue was advised that the issue does not require action, request this is reassessed

Outstanding items update

- Allotments- SSC are progressing the landownership with the corporate leadership team
- Birkenshaw Lane update- No update
- Stretton right of way update- No update
- Defib at Marston Field- defib ordered, awaiting an installation date
- Lapley Green registration-. Ssc legal team cannot offer support due to a conflict in interest, SCC advise that they no longer have the capacity to support. Difficulty finding solicitors who can help
- Map board- progressed to production. Will need an onsite visit with officers of ssc and Afeb to determine installation location

Consultations

Meetings/Events

- 28.4.22 11am zoom Hr working group
- 28.4.22 Building a two-way conversation with your community – Cllr Nelson
- 4.5.22 teams ssc allotments meeting
- 5.5.22 Forest of Mercia on site meeting (clerk)
- 9.6.22 Clerks meeting
- 27.6.22 SSC high street recovery meeting
- 30.6.22 locality forum 6pm
- 23.7.22 SSC official opening of the new community hub

Training/CPD/ SPCA Upcoming courses

Items emailed to councillors

- 16.5.22 Brewood car scheme report for APM
- 16.5.22 SPCA news bulletin
- 16.5.22 Speed watch stats
- 23.5.22 SPCA newsbulletin
- 23.5.22 SCC Planning application 22/00329/FUL
- 7.6.22 Village hall fees update
- 9.6.22 SSC locality forum agenda
- 13.6.22 SPCA news bulletin
- 13.6.22 SSC proposed speed changes location map
- 15.6.22 Road closure affecting Church Lane Lapley 22.6.22-24.6.22
- 16.6.22 planning app 22/00583/FUL
- 20.6.22 NALC civility and respect update
- 22.6.22 planning app 22/00062/AGRRES
- 27.6.22 planning app 22/00601/FUL
- 27.6.22 planning application 22/00613/FUL

Use of devolved powers**Response to planning comments:**

Planning app_22/00305/full, 'no objections'

'Bridge Croft' recommended name for the development at Bridge farm

£13.99 storage bags for bunting

£17.49 masonry paint

22/00583/FUL LSWAPC does not have any objections

22/00329/full LSWAPC does not have any objections to this application but does raise a concern about the location of the entrance to the property and would encourage highways to undertake a site visit

SSC Planning Decision

22/00305/FUL - Approved with conditions

22/00338/FUL - Approved with conditions

22/00404/COU- Approved with conditions

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

Start of year

01/04/22

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
79		£1,282.00	120/1/1	09/05/22	Ditton Services - may monthly charge	
40	fp220519ms	£103.80	100/19/1	19/05/22	Microshade Business Consultants Ltd - Hosting - May	£103.80
41	fp220519jrb	£142.79	120/5	19/05/22	JRB Enterprises Ltd - Dog Bags	£142.79
42	fp220519spc	£30.00	100/3/2	19/05/22	Staffordshire Parish Councils' Association - Building 2 way communications - RN	£30.00
43	fp220519rsr	£300.00	140/9	19/05/22	Radii - Skate Park Inspection	£300.00
44	fp220519ee	£32.12	100/10	19/05/22	EE - Mobile Phone	£32.12
45	dd220516msd	£163.16	100/10	19/05/22	Mainstream Digital Ltd. - Phone and Broadband	£163.16
46	Equals 220503	£21.14	170	19/05/22	Amazon - Adobe Export	£21.14
47	fp64233383 1aw	£62.99		19/05/22	Mrs Amy Watson - Expenses - May 22	£62.99
1		£48.60	100/18/1		Milage	
2		£14.39	120/1/5		Zoom March 373 1429 03	
48	fp40306497 7mb	£11.70		19/05/22	Mr. Malcolm Bissell - Expenses - Apr 22	£11.70
1		£11.70	100/18/1		Milage	
49	fp31969706 6spc	£30.00	100/3/2	19/05/22	Staffordshire Parish Councils' Association - Legal Powers, Policies & Communities	£30.00
50	fp81184418 slc	£270.00	150/1	19/05/22	SLCC Enterprises Ltd - Membership Fee 22-23	£270.00
51	fp27420815 kd	£7.65	100/18/1	19/05/22	Mrs Karen Daker - Expenses - Apr	£7.65
52	fp21564495	£139.06		19/05/22	Ricoh U K Limited - Copier Charges	£139.06

		2ric				
1		£83.26	100/12		Copier Rental = May-July	
2		£55.80	100/12		Charges - 1 Feb - 30 Apr	
53	fp58809857 Ossc	£279.60	100/2	19/05/22	South Staffordshire District Council - Rent 2022/23 19 Apr-18 May	£279.60
54	fp260522sbc	£432.60	120/6	26/05/22	Stafford Borough Council - pest control contract 1.6.22-31.5.23	£432.60
55	fxcardpmt	£166.30		26/05/22	Asda Stores Ltd - cakes for jubilee event	£166.30
1		£95.00	170		sainsburys cakes	
2		£71.30	170		asda	
63	fp97710891 3ds	£1,282.00	120/1/1	17/06/22	Ditton Services - Grounds Contract 22/23 - 3rd	£1,282.00

Signature

Date

06/07/22 10:19 AM Vs: 8.75.01

Signature

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Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

Start of year

01/04/22

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
64	fp82943268 6ms	£103.80	100/19/1	17/06/22	Microshade Business Consultants Ltd - Hosting - Jun	£103.80
65	fp20273746 ms	£475.20	100/19/1	17/06/22	Microshade Business Consultants Ltd - Security for Councillor Tablets	£475.20
66	fp38510683 2afe	£528.00	140/7/1	17/06/22	A F E B Limited - Dismantle Pendulum	£528.00
67	fp63218264 2pp	£52.80	100/1	17/06/22	Pink Print - Thank you Banner	£52.80
68	fp42345005 6pd	£468.44	140/7/1	17/06/22	Playdale - Primrose Repairs - 50% deposit	£468.44
69	fp40349449 8ssc	£279.60	100/2	17/06/22	South Staffordshire District Council - Rent 2022/23 19 May-18 Jun	£279.60
70	dd220614m ds	£6.60	100/10	17/06/22	Mainstream Digital Ltd. - Phone and Broadband	£6.60
71	dd220630ut	£28.50	100/21	17/06/22	Unity Trust - Charges 5 Mar - 3 Jun	£28.50
72	dd220617e e	£32.12	100/10	17/06/22	EE - Mobile Phone	£32.12
	73fp7537902aw	£51.74		17/06/22	Mrs Amy Watson - Expenses - Jun 22	£51.74
	1	£37.35	100/18/1		Milage	
	2	£14.39	120/1/5		Zoom May 373 1429 03	
74	fo97936105 7mb	£18.45		17/06/22	Mr. Malcolm Bissell - Expenses - Jun 22	£18.45
	1	£18.45	100/18/1		Milage	
75	Eduals2206 _1	£35.45	170	17/06/22	Amazon - Jubilee Table Decorations	£35.45
76	Eduals2206 _2	£154.99	170	17/06/22	Amazon - Queen's Green Canopy Plaque	£154.99
77	Eduals2206 _3	£31.48		17/06/22	Amazon - Vacuum Pack & Paint	£31.48
	1	£13.99	170		Vacuum Pack for Bunting	
	2	£17.49	170		Masonry Paint	
78	Eduals2206 _4	£222.98	170	17/06/22	Amazon - Jubilee Lampost Signs	£222.98
80	bacs51197 3439np	£307.49	160/1/1	21/06/22	Npower Limited - xmas 2021 lights charge	£307.49
81		£28.50	100/21	30/06/22	Unity Trust - service charge	
Sub Total		£7,583.05				
		£8,081.50			Confidential	

Total £15,664.55

Bank Account Reconciled Statement

Unity Trust - Current Account 1111559/203578430-98-00

Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£69,098.86	Opening Date	01/05/22
Statement Closing Balance	£53,645.16	Closing Date	30/06/22
True/ Cashbook Closing	£53,616.66		

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
24/05/22	cost of jubille sign		220.00	0.00	68,878.86
26/05/22	Transfer		360.00	0.00	68,518.86
30/06/22		Unity Trust	28.50	0.00	68,490.36
30/06/22		Ditton Services	1,282.00	0.00	67,208.36
30/06/22	bacs511973439np	Npower Limited	307.49	0.00	66,900.87
30/06/22	dd220516msd	Mainstream Digital Ltd.	163.16	0.00	66,737.71
30/06/22	dd220614mnds	Mainstream Digital Ltd.	6.60	0.00	66,731.11
30/06/22	dd220617ee	EE	32.12	0.00	66,698.99
30/06/22	fo979361057mb	Mr. Malcolm Bissell	18.45	0.00	66,680.54
30/06/22	fp133759783jm	Mrs. Josie Morris		0.00	
30/06/22	fp20273746ms	Microshade Business Consultants Ltd	475.20	0.00	66,130.95
30/06/22	fp215644952ric	Ricoh U K Limited	139.06	0.00	65,991.89
30/06/22	fp220519ad	Mrs. Alexa Davies			
30/06/22	fp220519aw	Mrs Amy Watson			
30/06/22	fp220519ee	EE	32.12	0.00	64,180.53
30/06/22	fp220519hmr	HMRC	842.65	0.00	63,337.88
30/06/22	fp220519jm	Mrs. Josie Morris			
30/06/22	fp220519jrb	JRB Enterprises Ltd	142.79	0.00	63,120.70
30/06/22	fp220519kd	Mrs Karen Daker			
30/06/22	fp220519mb	Mr. Malcolm Bissell			
30/06/22	fp220519ms	Microshade Business Consultants Ltd	103.80	0.00	62,374.51
30/06/22	fp220519rsr	Radii	250.00	0.00	62,124.51
30/06/22	fp220519spc	Staffordshire Parish Councils' Association	30.00	0.00	62,094.51
30/06/22	fp220519spf	Staffordshire County Council Superannuation Fund			
30/06/22	fp260522sbc	Stafford Borough Council	432.60	0.00	60,828.19
30/06/22	fp27420815kd	Mrs Karen Daker	7.65	0.00	60,820.54
30/06/22	fp319697066spc	Staffordshire Parish Councils' Association	30.00	0.00	60,790.54
30/06/22	fp385106832afe	A F E B Limited	528.00	0.00	60,262.54
30/06/22	fp403064977mb	Mr. Malcolm Bissell	11.70	0.00	60,250.84
0					
30/06/22	fp403494498ssc	South Staffordshire District Council	279.60	0.00	59,971.24
30/06/22	fp423450056pd	Playdale	468.44	0.00	59,502.80
30/06/22	fp564720765kd	Mrs Karen Daker		0.00	
30/06/22	fp588098570ssc	South Staffordshire District Council	279.60	0.00	58,940.90
30/06/22	fp6012662299spf	Staffordshire County Council Superannuation Fund			
30/06/22	fp632182642pp	Pink Print	52.80	0.00	58,099.26
30/06/22	fp642333831aw	Mrs Amy Watson			
30/06/22	fp65085365aw	Mrs Amy Watson		0.00	

30/06/22	fp7537902aw	Mrs Amy Watson	51.74	0.00	56,342.77
30/06/22	fp81184418slc	SLCC Enterprises Ltd	270.00	0.00	56,072.77
30/06/22	fp829432686ms	Microshade Business Consultants Ltd	103.80	0.00	55,968.97
30/06/22	fp85442345hmr	HMRC	731.60	0.00	55,237.37
30/06/22	fp921778205mb	Mr. Malcolm Bissell			
30/06/22	fp977108913ds	Ditton Services	1,291.99	0.00	53,706.91
30/06/22	pf448661103ad	Mrs. Alexa Davies			

Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

Date

